

Pocono Mountains Municipal Airport Authority

Minutes

November 20, 2019

Call to order: Dave Moyer, Chairman, called the meeting to order at 3:01 p.m. EST on November 20, 2019. The meeting took place in the MW hangar at the Pocono Mountains Municipal Airport located in Tobyhanna, PA 18466

Attendance: Dave Moyer, John Kerrick, Frank Revitt, Bill Mullen, George Barthelenghi, Greg Christine, Mark Turner, Karl Weiler, Adam Switzer, Ron Slonaker and Bonnie Schwartz. Absent: George Strunk

Declaration of Quorum: Dave Moyer declared a quorum.

Public comment: No public comments.

Approval of Minutes: *Mark Turner made a motion to approve the October minutes as presented and to dispense of the reading. Frank Revitt seconded the motion and the motion passed.*

Treasurer's Report-Financial Statements/Cash Position: Frank Revitt reported operating income for October was \$28,388 and operating expenses: \$39,552. This created a loss of approximately \$11,000. However, year to date gross profit is up \$8,000 compared to last year. Fuel sales for the year: 100LL is up 7,000 gallons and JetA is down 6,000 gallons. Good news: Fed Ex made a payment, but remain two months delinquent.

Greg Christine reported the Airport Authority will be receiving a county allocation of \$100,000 for 2020. The commissioners are requiring that the necessary amount required for the T-Hangar match come from these funds.

Accounts Payable/bills to be paid: *Greg Christine made a motion to approve payment of bills listed on schedule G and to ratify payment of bills made between board meetings as presented on schedule J. George Barthelenghi seconded the motion and the motion passed.*

Airport Manager Report: Ron Slonaker reported:

- The Ford dump truck had several repairs; the dump bed and frame were sand blasted, the bed was repaired and painted, the frame was coated, the spring mount was repaired and the truck got new tires and an alignment. Karl Weiler will reimburse the Airport for these costs.
- The M&W and North hangars were cleaned top to bottom. Paid for by MW Aviation.
- Electricians are looking into the 5-23-runway light pulsing problem. Hopefully this will be resolved soon.
- The beacon is not working, Dave Moyer volunteered to investigate fixing it.

Task Tracker: Dave Moyer reviewed the report.

- George Barthelenghi provided the board a written status report on advertising for engineering services. George Strunk and John Kerrick will assist Mr. Barthelenghi in completing this task.
- All insurance policies are due to renew January 1st 2020. Five of the polices are annual while one is a three-year lock. 2020 Will be the final year for this policy. An updated equipment list needs to be prepared and the Statement of values updated. There are three insurance carriers that Mr. Turner will be contacting in June for quotes for the 2021 policy year.

Delta Airport Consultants: Adam Switzer provided some updates on the projects.

Task Order #4-Construct North Ramp Taxiways (Delta Project 15128)-Construction Phase: This project was declared substantially complete on September 30, 2019. When Leeward clarifies the pavement repair, Delta will prepare a change order for Leeward to adjust the contract time and add the two additional works items. Dave Moyer signed the contract amendment for the additional 56 contract days totaling \$78,620.

Task Order #5-Construct T-Hangars: This project commenced on November 4, 2019. The concrete footers are complete and block will be installed in the coming weeks. The Coolbaugh Township issued the building permit for the foundation only. They issued a Code Review letter on October 28 requesting numerous revisions. Most of the revisions were not significant, but will require a re-submission of the plans and permit set. There are two significant items the Township is requiring: (1) a sidewalk between the hangar site and the parking lot to facilitate ADA travel to the restroom (2) detail on the firewall. Grimm will perform the work on the firewall. They are recommending using drywall instead of a masonry wall. The board agreed for Grimm to use drywall for the firewall. As for the sidewalk, Dave Moyer will have the Township visit the site to determine if it's necessary to have the sidewalk extend from the hangar site.

Fuel Farm: Funding for the project was discussed at the Planning Session. There is a shortage of local funding (\$135,000) for the construction that needs to be addressed.

Snow Removal Equipment Building (SRE): The BOA will support a 2-bay building and they will allow the plans to depict future expansion by others. The Authority could negotiate with the bidder to construct, or assist in the construction of an expansion. Delta is moving forward with preparing the contract.

Old Business:

Tree Removal/State Game Lands: The state has all the necessary information to proceed moving this project to completion.

NPDES permit annual testing: Rettew will be performing the PH testing in real time and not at the lab. They also need to prepare an Emergency Response Plan.

US GAO Study on Proprietary Exclusive Rights: As an airport operator, the airport retains certain rights (i.e.- fuel sales, land lease, own all buildings, etc.). Once an outside party is given access (i.e.-Moyer Aviation), this opens the door to allow other parties access to the airport for the same purpose. A study is being taken by the US GAO to determine the extent to which airports are exercising their exclusive rights. Greg Christine volunteered to contact the department and request additional information on the study and, if possible, answer any questions they may ask.

Committees:

Marketing: Bill Mullen reported he has been receiving many requests to have the Huey appear at events in 2020. This may be the last year for the Huey to tour.

Finance: No update;

Security/EOP: No update;

Building and Grounds: No update;

Human Resources: No update.

General discussion: It will be the 25th anniversary for the fly-in breakfast in 2020. The Salvation Army will be the recipient for this event.

Adjournment: The meeting adjourned at 4:13 p.m. The next meeting is scheduled for Wednesday December 18, 2019.

Minutes submitted by:

Bonnie Schwartz